

July 27, 2000

Vacancy Announcement 00-293 TD/cs

VACANCY ANNOUNCEMENT

POSITION: Staff Assistant
GS-0301-11 (Position is at the full performance level)

LOCATION: Bureau of Alcohol, Tobacco and Firearms (ATF)
Office of Field Operations
Office of the Assistant Director Field Operations
Washington, DC

OPENING DATE: August 1, 2000

CLOSING DATE: August 31, 2000

AREA OF CONSIDERATION: ALL SOURCES

Please note on application if applying under VRA or other special appointing authority.

SALARY: \$42,724 per year for new appointees
\$42,724 to \$55,541 per year is the pay range for GS-11

DUTIES: Advises the Assistant Director regarding management activities and programs. Serves as the Assistant Director's (AD's) liaison within the Directorate. Develops administrative and management procedures for use throughout the Directorate. Evaluates existing and proposed directives, policies and program initiatives for impact and recommends action to improve efficiency and clarity. Serves as the AD's personal representative in contacts with high-ranking officials of Federal and state agencies, members of Congress, private industry and foreign governments. Examines all communications and correspondence directed to the Assistant Director, answers non-technical questions, and determines which can be assigned to other staff. Ensures material for signature is complete and conforms to guidelines. Gathers and analyzes administrative and program related information and data, preparing reports for the AD. Monitors controlled correspondence and deadlines. Instructs subordinate offices on administrative procedures and practices. Attends AD's conferences and meetings, composes summaries and follows-up on action items. Makes foreign and domestic travel arrangements. Briefs the AD on issues while he/she is in travel. Gathers and analyzes factual and subjective data from employees and management officials, identifies issues, alternatives and their impacts, and recommends solutions. Serves on committees and groups regarding the Bureau's Customer Service Program. Develops, with the Office of the Ombudsman and system staff, a system and procedures to identify and monitor problem areas and systemic issues. Reviews and analyzes specific complaints.

QUALIFICATIONS: Applicants must have at least one year specialized experience equivalent to the GS-09 level. Specialized experience must have included gathering and analyzing information/data, preparing reports with recommendations, managing an executive schedule, and organizing administrative activities of an organization with frequent contact outside the organization. Applicants must meet the qualification requirements, including time-in-grade, within 30 days of the closing date of this announcement.

EVALUATION METHODS: Status applicants will be evaluated on **relevant** experience, training in the last five years, awards in the last two years (Quality Increase, Sustained Superior Performance, Suggestion and Special Act), current performance appraisal, formal college or university education, and the Supplemental Experience Statement addressing the Ranking Factors. Non-Status applicants will be evaluated on relevant experience and the Supplemental Experience Statement addressing the Ranking Factors.

SUPPLEMENTAL EXPERIENCE STATEMENT

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the factors listed below. Provide detailed evidence for each factor including clear and concise examples of work, responsibility, accomplishments, and where and when you acquired the knowledge, skill or ability.

- 1)* Knowledge of office management and procedures to organize and manage the administrative (e.g., travel, conferences, calendar, time and attendance, procedural guidelines) and clerical functions (e.g., correspondence, work load/flow, deadlines, filing) in the immediate and subordinate offices
- 2)* Ability to communicate effectively in person with senior officials in the organization and managers in external organizations to explain management's position, elicit opinions, and share information
- 3)* Knowledge of English grammar, spelling and punctuation to write and edit reports, presentations, and correspondence to be used outside the organization
- 4)* Skill using personal computers and software applications including word processing, spreadsheets, graphics, and electronic mail
- 5)* Ability to complete assignments requiring a high level of discretion and judgment

CONDITIONS OF EMPLOYMENT

1. Entrance on duty is contingent upon completion of a pre-employment security investigation.
2. Applicants must be U.S. citizens.
3. Male applicants born after December 31, 1959, must be registered with the Selective Service System.
4. Subject to one-year probationary period if selectee does not have Federal service fulfilling this requirement.

GENERAL INFORMATION

1. Applications will not be returned.
2. Applications must be received at the address specified by the closing date of this announcement, except applications from individuals meeting the severely handicapped authority may be accepted up to the issuance of a certificate. Proof of eligibility for a "handicap authority appointment" must be provided with the application. The postmarked date will be considered for persons applying as non-status applicants.
3. ATF provides reasonable accommodations to applicants with disabilities. If any applicant needs a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.
4. Status candidates who wish to be considered under both merit promotion and competitive examining (as non-status) procedures must submit two complete applications.
5. No promotion potential
6. Applicants who do not work for the Alcohol, Tobacco and Firearms Bureau will not be reimbursed for travel and relocation expenses.
7. Competitive examining authority has been delegated to ATF by the U. S. Office of Personnel Management (OPM). Non-status applications will be forwarded to the ATF Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be considered under both merit promotion and competitive examining (as non-status) procedures must submit two complete applications.
8. Privacy Act Notice (P.L. 93-579): The information requested is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

HOW TO APPLY

A. Candidates must submit a written application (résumé; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment). The OF-612 may be obtained from the "forms" section of the Office of Personnel Management's website: www.usajobs.opm.gov. The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade(s) for which applying, and vacancy announcement number of the vacancy for which you wish to be considered
 2. Full name and Social Security Number
 3. Mailing address, and day and evening phone numbers
 4. Country of citizenship and veterans preference
 5. Highest Federal civilian grade held on a permanent basis, dates you held that position, and whether eligible for reinstatement to the competitive Federal service (attach copies of SF-50s showing last position held, highest grade held if not the latest position held, and reinstatement eligibility)
 6. For experience (paid and non-paid) most relevant to this position, include name of employer, start and end dates of employment, job title, grade (if applicable), salary and dates earned, supervisor's name and phone number, average number of hours worked per week, and a description of duties and responsibilities.
 7. Name and location of high school attended and date of diploma or GED
 8. Name and location of colleges/universities attended; dates attended; degrees awarded; major and minor fields of study including semester/quarter hours earned; GPA; transcripts may be required to verify education; foreign education must be certified by a recognized accrediting institution before applying for Federal positions
 9. Relevant training: course titles, dates, and number of hours and institutions
 10. Job related awards, honors and licenses (description and year) and special qualifications such as language, computer skills
 11. A statement whether or not we may contact your supervisor
- B. Additional information/completed forms should be submitted:
1. Written response to the Supplemental Experience Statement
 2. DD-214, if claiming 5 point preference (For non-status consideration only)
 3. Both DD 214 and SF-15, if claiming 10 point preference (For non-status consideration only)
 4. Current/former Federal employees should submit a copy of their most recent performance appraisal and copies of SF-50s showing last position held, highest grade held if not the latest position held, and reinstatement eligibility reflecting competitive status
 5. Applicants with disability or veterans eligible for non-competitive appointment are to provide appropriate documentation.
 6. Race and National Origin Identification Form (Optional). Information submitted will be used for statistical reports only.

CTAP/ICTAP: Federal employees seeking Career Transition Assistance Program (CTAP) and Interagency Career Transition Assistance Program (ICTAP) consideration must submit proof they meet the requirements. This includes a copy of their specific RIF or separation notice, or agency certification they cannot be placed after injury compensation has been terminated, or an OPM notification that disability annuity has been terminated; and documentation from their agency reflecting the promotion potential of the current position. CTAP and ICTAP eligibles must be rated well qualified for the position to be given selection priority. To be well qualified, applicants must meet or exceed the mid-level range of the crediting plan.

SEND COMPLETE APPLICATION(S) TO:

Bureau of Alcohol, Tobacco and Firearms
Office of Management, Personnel Division
Merit Promotion Branch, Room 4170
ATTN: 00-293 TD/cs
Washington, DC 20226

(202) 927-8610 main number (202) 927-7964 TDD

You may also use web-site www.usajobs.opm.gov to find out about other job opportunities.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, NON-DISQUALIFYING PHYSICAL OR MENTAL DISABILITY, OR ANY OTHER NON-MERIT REASONS.